



The Superior Court of California
County Of San Diego

JOB ANNOUNCEMENT

MATERIEL SPECIALIST I

Examination No. 07-031

- SALARY RANGE:** Approximately \$31,366.40 - \$38,105.60 annually effective June 22, 2007
- FILING DEADLINE:** Applications will be accepted until 5:00 p.m. on July 6, 2007
- JOB LOCATION:** One vacancy exists in the mailroom and the supply room located at the Vista Courthouse, 325 S. Melrose, Vista, CA. However, the incumbent may perform delivery services to all 13 court facility locations throughout the county and may be assigned other duties as indicated below. In addition, the Eligible List resulting from this announcement may be used to fill any future vacancies.
- JOB SUMMARY:** Performs a wide range of service activities involving supplies, inventory management, and delivery which require discretion and judgment, public contact and interpretation of court rules, policies and procedures. Typical duties include receiving, storing, issuing, delivering and disposing of materials, supplies, equipment and fixed assets; maintaining logs, inventory records and records documenting warehousing activities; assisting in the maintenance of stores' cost allocations; using and operating personal computers related to mail service activities; receiving, sorting, distributing and delivering incoming and outgoing mail court wide; loading, transporting and delivering supplies, equipment, documents, forms, files and other commodities court wide; performing minor facility modifications and/or work requests requiring manual dexterity; and interacting with Court staff, vendors and the public. **Routine assignments require prolonged and sustained physical effort and exertion while moving and/or relocating supplies and equipment, which could weigh up to 100 pounds. Moving activities physically involve walking, raising arms, reaching above shoulder height, stooping, carrying, pushing, pulling, lifting, loading, stretching, and bending, some of which may be accomplished with the assistance of tools and devices such as pallet jacks or handtrucks.** Incumbents may be exposed to noxious fumes, confined workspaces, wide temperature variances and outdoor weather conditions.
- REQUIREMENTS:** One year of recent full-time experience in a responsible warehousing or mail clerk position, which includes receiving, sorting, distributing and delivering mail and/or one year of recent full-time experience in a supply services clerical position, which includes receiving, sorting, issuing and tracking of materials and equipment. *A valid California Class C driver's license and a good driving record must be maintained during employment in this class.* **NOTE: Employees in this classification may be assigned a 7:30 a.m. to 4:30 p.m. work schedule.**
- EVALUATION AND SELECTION FACTORS:** Factors to be evaluated include: knowledge of modern inventory control practices and procedures; physical asset security techniques; record keeping methods; safety practices; operating principles for office equipment, postal requirements and machine operation. Other factors which may be evaluated include skills and abilities to: follow written and verbal instructions; communicate effectively, both orally and in writing; exercise good judgment, tact and courtesy; maintain confidentiality; review documents and records for correctness of form and sufficiency of information; operate a motor vehicle safely; and operate and use personal computers. Candidates who meet the minimum requirements will be placed on the Eligible List based on an evaluation of the education, training and experience contained in the employment and supplemental applications. Only those individuals best meeting the requirements will be invited for a selection interview.
- HOW TO APPLY:** Applicants must complete and submit a San Diego Superior Court employment application, supplemental application, background investigation forms and pre-employment disclosure statement. Proof of: (1) an original valid California Class C driver's license; AND (2) **an original current driving record of traffic citations and accident involvement (which is only available from the Department of Motor Vehicles)**, must be submitted before appointment and **may** be submitted with the application. Application materials are available at San Diego Superior Court Personnel, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 531-4000. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Personnel, POST OFFICE BOX 122724, SAN DIEGO, CA 92112-2724.

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: The Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

Personnel Office: The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in downtown San Diego.

Hours of Operation: The Personnel Office is open to the public Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: San Diego Superior Court, Attn: Personnel, P.O. Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

Phone Numbers: The business office phone number is (619) 531-4053. The 24-hour job line is (619) 531-3390. The fax number is (619) 531-3386.

Website: Job opportunities are listed on the Superior Court website at: www.sdcourt.ca.gov then click on the employment tab on the right side. The application form is available at this site in Adobe PDF format.

Employment Applications: Applications must be legible, complete, and signed, to include any required certificates, transcripts, forms, and/or Supplemental Application Forms.

Application Filing Deadlines: The Personnel Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Examination Numbers: Applicants are limited to

one application and may not reapply under the same examination number.

Series Statement: Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as address or phone number changes in writing.

Eligible Lists: After successfully completing the entire examination process, candidates have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court departments for hire.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of

facts regarding background or employment history may result in either disqualification or dismissal.

Starting Salary: New employees usually start at the beginning step of the salary range.

Vacation: New employees accrue vacation at a rate of fifteen (15) days per year.

Holidays: The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% @ 60 retirement program.

Health Insurance: Superior Court employees are provided a cafeteria-style flexible benefits plan which offers health, dental and vision coverage.

Life Insurance: A group rate life insurance program is available.

Additional Benefits: Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

Employee Status: Employees in the Material Specialist I classification serve a one year probationary period and are governed by the San Diego Superior Court Personnel Rules.

SAN DIEGO SUPERIOR COURT
ATTN.: Personnel Division
POST OFFICE BOX 122724
SAN DIEGO, CA 92112-2724
